

Town of New Boston

Fire Inspector Job Description

POSITION DESCRIPTION

Fire Inspector

Position Title:Fire Inspector
Division:Fire Department
Supervised by:Fire Chief
Supervises:None Currently
Status: Exempt / Per-Diem
Schedule: 12 hours/week (based on 2 - 6 hour days)
Salary: Salary commensurate with experience

GENERAL PURPOSE

Performs a variety of administrative and technical work related to fire inspections, investigations, prevention, and life safety.

SUPERVISION RECEIVED

Works under the general supervision of the Fire Chief and Board of Fire Wards.

SUPERVISION EXERCISED

Administrative Support Person

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspects existing structures, construction, and remodel sites for compliance with fire codes.
- Resolves compliance problems with owners within scope of knowledge and authority.
- Participates in the inspection of hydrants, automatic fire sprinkler systems, and elements of a fire prevention or protection system.
- Conducts voluntary home inspections.
- Reviews and approves construction plans for code compliance, as assigned.
- Assists in the investigation of fire incidents.
- Provides public education in fire prevention, including giving talks, demonstrations, and presentations before community groups, schools, and other organizations or institutions, as directed.
- Responds to complaints regarding fire code violations and fire hazards.
- Issues warnings and citations for fire code violations.
- Issues permits.
- Maintains a variety of data and records regarding fire inspection, investigation, and prevention activities.
- Prepares reports and documentation of individual activities and maintains appropriate files, as required.
- Photographs fire scenes, collects evidence, and prepares detailed and accurate reports for presentation in court.
- Testifies in criminal and civil courts.
- Maintains positive working relationship with other agencies in performance of assigned duties.
- Maintains positive working relationship with district members and the public.

PERIPHERAL DUTIES

- Assists in other district administrative activities, as assigned.
- 911 Addressing
- Assists in training new employees, as assigned.
- Instructs classes in assigned subject areas.
- Performs general maintenance work in the upkeep of fire prevention equipment.
- Assists in developing plans for special assignments, i.e., emergency preparedness, training programs, firefighting, hazardous materials, emergency aid activities, and NBFD map books.
- Coordinates volunteer inspectors, as directed.
- Performs other duties (such as Public Information, Public Education, etc.), as assigned.
- Respond to fire and rescue calls while on duty.

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MINIMUM QUALIFICATIONS

Education and Experience:

- Pro Board Certified Firefighter
- Certified Fire Inspector 1
- Nationally Certified EMT w/current NH provider license

Necessary Knowledge, Skills and Abilities:

- *Extensive knowledge of:*
 - Modern fire prevention principles, procedures, investigation techniques, and fire protection equipment.
 - Educational methods as they relate to presenting programs of fire and life safety instruction
 - An understanding of the fire service and its role in the community.
 - The basic science of fire behavior.
 - Mathematics skills, as applied to fire prevention principles.
- *Working knowledge of:*
 - Computers.
 - Basic fire behavior.
 - Blueprints and plans.
 - Basic building construction.
 - Emergency scene safety.
 - Water supply and hydraulics.
 - Sprinkler and Alarm systems – Commercial and Residential
- Skill in the operation of the tools and equipment listed.
- *Ability to:*
 - Effectively apply standard fire prevention techniques.
 - Follow verbal and written instructions.
 - Communicate effectively, both orally and in writing.
 - Set priorities and follow projects through to completion.
 - Work effectively with other district members, supervisors, and the public.
 - meet special requirements.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- Associates Degree in Fire Science, Public Administration, or a closely related field plus three (3) years experience in fire service; **OR**, Advanced Fire Science certificate plus four (4) years of fire service experience.
- Certified Fire Fighter Level 3
- Certified AEMT or higher
- Completion of a Hazardous Materials Course Decontamination level or higher.
- Completion of a Fire Investigation course equivalent to the IAAI, Level 1.
- Completion of a course in Level 1 Juvenile Fire Setting.
- Completion of a Fire Investigation course equivalent to the IAAI, Levels 1 and 2 courses.
- Completion of a Plan Review Level 1 course.
- Completion of a course in Public Education equivalent to the AFBEA Level 1 course or a similar equivalent in Public Information Officer.
- Certification for Fire Instructor
- Familiarity with:
 - New Boston and surrounding mutual aid districts
 - New Boston SOG manual, Mutual Aid Plans, and Pre Plans

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SPECIAL REQUIREMENTS

- Must possess, or be able to obtain by time of hire, a valid New Hampshire CDL-B driver's license.
- Must be able to speak, read, and write the English language.
- Must meet insurability requirements of district insurance carrier.

SELECTION GUIDELINES

May include any or all of the following: Formal application; review of education and experience; written and/or assessment center examination; oral board; complete background/driver's license verification and check; hiring list; offer of employment; post-offer physical examination, including drug screen.

TOOLS AND EQUIPMENT USED

Vehicle, radio, pager, personal computer, calculator, phone, first aid equipment, hazardous materials detection equipment, photographic equipment, general safety equipment, water flow equipment, electronic testing equipment, other general fire prevention equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, such as found in a normal business office setting with computers.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. SFD maintains a drug-, alcohol-, and tobacco-free environment